

## Sustainable Procurement Policy

### **1. Introduction**

1.1. Key Reservations (Hotels) Ltd aims to be a sustainability and climate change leader regionally, nationally and internationally; delivered via transformation in its operation and via collaboration in its educational, research, international and impact activities, demonstrating innovation, influence and action. The Business is committed to procure goods, services and works responsibly, in a way that enhances and protects our environment, economy and society.

1.2. To enable this, social, environmental and economic considerations in the purchase of all bought goods and services need to be adopted across the Business. This will ensure purchasing goods and service practices include taking a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to environmental, social and ethical issues.

1.3. This policy supports the delivery of Strategy 2030, Environment and Climate Emergency Policy Statement and Sustainable Food Policy; as well reinforcing other strategic priorities and strategies including those relating to equality, diversity and inclusion.

### **2. Scope**

2.1. This policy will apply to all staff and to all Business subsidiary undertakings to ensure everyone embeds environmental and sustainability features into procurement decisions consistently and uniformly, and to encourage supplier behaviour to help us achieve our sustainability objectives.

### **3. Goal**

3.1. Our goal is to procure goods and services in ways that maximise efficiency and effectiveness while minimising social and environmental impacts and risks.

### **4. Objectives**

4.1. Our objectives are to:

- Adopt the principles of ISO20400:2017 Sustainable Procurement standard, which provides a framework against which the Business can set a delivery plan to ensure measurable sustainable outcomes for improvement over the procurement of goods, works and services.
- Contribute to achieving the Business's commitment of Net Zero carbon by 2030 by reducing the carbon emissions associated with Bought Goods and Services.
- Optimise the use of natural resources and cease, or where this is not possible, minimise the use of plastic and disposable items.
- Maximise social value through our supply chain.
- Raise awareness and promote best practice in sustainable procurement across the Business making information accessible for all.
- Enhance the skills and knowledge of all staff who make purchasing decisions.

### **5. Key Responsibilities**

5.1. All Staff are required to:

Always consider whether the purchase is necessary and explore options for reusing and sharing existing assets. Give priority to sustainability and whole life costs when selecting suppliers and awarding contracts. Undertake personal development to ensure you have the skills and knowledge to consider sustainability in your purchasing decisions.

## Sustainable Procurement Policy

### 5.2. Procurement Team are required to:

- Embed sustainable procurement within the Business's procurement procedures, practices and policies.
- Focus specialist support on managing the procurement of goods and services that are either high value, high volume, high impact or high risk.
- Produce guidance and delivering training to staff about the application of this policy to their procurement and purchasing activities making information easily accessible and available to all.
- Provide faculties and divisions with advice on sustainability issues relating to procurement and purchasing.
- Proactively engage with the supply chain to ensure we are open and transparent on what our sustainability expectations are and undertake ongoing contract management.

### 5.3. Suppliers and Sub-Contractors are required to:

- Suppliers and subcontractors will be contractually obliged to comply with this policy to the extent set out in their contract.
- Suppliers will be requested to provide data and information on key sustainability data and impacts of their products and services and make commitments to improve their sustainability performance throughout the term of their contract with the Business.

### 5.4. Modern Slavery

- Key Reservations has a zero-tolerance approach to modern slavery and are committed to acting ethically and with integrity in all our business dealings and relationships. We are also committed to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place in our business or in any part of our supply chains.
- We will expect all our supplier partners to demonstrate their robust modern slavery policy.

## 6. Our approach

### 6.1. Our approach is to:

- Work with the Business's contracted suppliers to realise positive sustainability benefits and manage negative sustainability impacts of contracts.
- Encourage new and existing suppliers to consider and improve the social and environmental impacts of their services and activities.
- Ensure that all collaborative buying arrangements that we enter into meet our own sustainability standards.
- Apply all core elements of sustainable procurement including organisational governance, human rights, labour practices, the climate and ecological crisis, ethical sourcing, social impacts, EDI, fair operating practices and customer considerations.
- Include a sustainability weighting of at least 20% with questions drawn from the United Nations Sustainable Development Goals relevant to the product or service to be bought.
- Consider how we can support the circular economy through our procurement and purchasing decisions.
- Consider the provisions of the Social Value Act during each procurement event.
- Ensure there is transparency in the Business supply chains and acting ethically and with integrity in all business dealings and relationships to demonstrate compliance with section 54 of the Modern Slavery Act 2015.
- Foster a partnership approach with the local and regional community to encourage positive participation and address barriers to entry, inform future policy and to encourage local, regional, SME and ethnic minority suppliers to bid for business contracts.
- Make appropriate training available to all staff including procurement specialists, buyers and others involved in purchasing decisions.

## Sustainable Procurement Policy

### **7. Governance**

7.1. The Managing Director is responsible for the implementation of this policy.

7.2. Strategic oversight of the delivery of this policy is provided by the Environment and Climate Emergency (E&CE) Board, which reports directly to Business Council.

7.3. This policy will be reviewed every two years.

7.4. Sustainable procurement is a significant aspect within our ISO14001 certified Environmental Management System.

### **8. Measurement and Reporting**

8.1. The Board of Directors will ensure reporting against the KPIs within this policy is undertaken annually.

8.2. We will monitor and report annually on the performance measures. We seek to improve the way we measure the impact of our procurement activities including carbon emissions and social value and will focus these efforts on high value, high impact and/or high-risk commodities.

8.3. To enable the Business to report, monitor, track and evaluate the effectiveness of our sustainable practices, suppliers will be expected to provide the business with annual sustainability reports detailing their social, carbon and environmental footprint, their sustainability targets and action plans. We will use this to support its carbon accounting by tracking emissions reduction in Scope 3. We will support suppliers' development of these reports before they become a contract deliverable.